

**SGS User Group Team Meeting  
SubGrant System  
Wednesday, January 18, 2006**

**Attendees:** Debbie Stewart, ECY  
Kreighan McAuliffe, ECY  
Del Hontanosas, CTED  
John Hanson, CTED  
Sharon Novak, OFM  
Carol Baque, Sierra Systems

**Items:**

1. Decided to proceed with setting up Design Team meetings to occur every two weeks starting in April 2006 through June 30, 2007. Team would like to begin meetings at 3:00 pm instead of 3:30 pm if the room is available.
2. Discussed the need for the agency business leads to be dedicated full time to the SubGrants Project once the design begins. Debbie and Del will determine the possible availability of the agency project managers during the design/development and implementation phases.
3. Reviewed Project Plan from Sierra and gave feedback. Had a good discussion and came to a common agreement/understanding regarding what is in scope for SubGrants, Contracts and Loans. User Group members will have until EOB on Thursday, January 19, to give additional feedback on the Project Plan. Then Carol will revise and finalize the deliverable.
4. Carol expressed the need to identify the data elements that are currently being used by both CTED and ECY. Kreighan will produce a list of ECY's elements and Del & John will then use it as a starting point for their list.
5. Brainstormed on acronyms for the new system. The top three vote getters (all tied with four votes each) were:
  - SGS SubGrant System
  - ESGS Enterprise SubGrant System
  - G4U Grants for You

It was decided that we would use the acronym "SGS" on our documentation for now. The Executive Steering Committee will have the final vote on the top three choices at their meeting on February 23.
6. Did not have time to review the Software Requirements Specification. Will need to review individually and get feedback to Sharon. Will have further review at future meeting.

Action	Assigned to	Due Date
Set up recurring Design Team meetings from April '06 through June '06.	Sharon	1/25
Send any feedback or concerns regarding the Project Plan from Sierra to Carol and Sharon – cc User Group members	Everyone	EOB 1/19
Identify current data elements	Kreighan, Del and John	ASAP
Review first draft of SRS and get feedback to Sharon	Everyone	EOB 1/25